

STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION # 910308-03

Sheet 1 of 1

SCHEDULE #: 91-0014

EFFECTIVE DATE: 05/31/91

Agency Code: 0414  
Agency: Department of Education  
Creating  
Office: Office of Instructional Programs  
Exceptional Students Division  
Physical Handicaps/Low Incidence Unit  
Series  
Title/Dates: "Low Incidence Grant Program Files," 1985 and continuing  
Access: Closed (34 CFR 74.25 & 5b.9; OCGA 50-18-72(a))  
Class: Individual  
Related To: Notifying school systems of availability of low  
incidence grant funds for the instructing the  
handicapped, receiving applications for the grants  
and distributing the applications to field readers  
for review. Receiving reviewed applications and  
sending notification of approval or disapproval  
for grants (OCGA 20-2-152).  
Arrangement: Chronological by fiscal year; thereunder alphabetically by  
school system  
Retention  
Requirement: Administrative need three (3) years  
Media: Paper  
Disposition  
Instructions: Cut off at end of fiscal year,  
Hold in current files area one (1) year,  
Transfer to State Records Center,  
Hold two (2) years, then  
Destroy

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon  
Edward Weldon  
Secretary of State Designee

6-6-91  
Date